# Regulations for granting subsidies in the case of "green travel" - travel with ecological/ low emission /sustainable means of transport - under the KA-171 project, call for proposal 2023

1. Whenever a name is used in a document:
2. Theater Academy - means the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw together with the Branch Campus in Białystok;
3. Beneficiary - means the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw together with the Branch Campus in Białystok;
4. National Agency (NA) - means the Foundation for the Development of the Education System (FRSE) - the National Agency of the Erasmus+ program acting on behalf of the European Commission;
5. Sending university/ institution – means the participant's home university;
6. Host university/ institution - means the university/ institution where mobility is carried out under the Erasmus+ program under Action 1: Educational mobility;
7. Program country: means EU Member States and third countries associated to the Program: members of the European Free Trade Association (EFTA) that are members of the European Economic Area (EEA): Norway, Iceland and Liechtenstein and acceding countries, candidate countries and potential candidates: Republic of North Macedonia, Republic of Turkey and Republic of Serbia;
8. Partner Country: refers to third countries not associated to the Program - other countries not listed in point f, which meet the conditions specified in the guide, details: <https://erasmus-plus.ec.europa.eu/pl/programme-guide/part-a/eligible-countries> ;
9. Mobility Participant (participant): refers to a person participating in an exchange within the Erasmus+ program: student, teacher, or staff member;
10. "Green travel" ecological travel: a journey in which the majority - at least 51% of the round trip - is made using ecological/ low emission/ sustainable means of transport recognized in the Erasmus+ program.
11. Participants undertaking mobility within the Erasmus+ program, who travel the majority of the journey (at least 51% round trip) using ecological/ low emission/ sustainable means of transport, have the right to apply to the Beneficiary for additional funds related to "green travel" for travel expenses under the following conditions:
12. A student who meets the criteria for receiving a lump sum for travel costs and who travels a distance in the range of 100-3999 km may apply for an increased lump sum for ecological travel costs, calculated based on the distance calculator, including the "green travel" option and indicated in Annex III to the NA-Beneficiary agreement;
13. A teacher/ staff member traveling a distance in the range of 100-3999 km may apply for an increased lump sum for ecological travel costs, calculated based on the distance calculator, including the "green travel" option and indicated in Annex III to the National Agency-Beneficiary agreement.
14. Lump sum contributions for covering travel costs apply to every category of mobility for teachers/ staff and students participating in mobility within project KA-171 in 2023.
15. The distance between the sending institution and the receiving institution is calculated using the Erasmus+ Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.
16. Recognized ecological means of transport in the Erasmus+ program include:
17. Bus,
18. Train,
19. Bicycle,
20. Carpooling - shared travel of individuals on the same route and for the same purpose, by car of one of the co-passengers (more information about the system: <https://pl.wikipedia.org/wiki/Carpooling>),
21. Other ecological means of transport.
22. Travel by plane, ship (boat, ferry), car, motorcycle is not considered ecological.
23. "Green travel" is not automatically granted to the participant.
24. The Participant applies to the Beneficiary for an increased lump sum for green travel costs, presenting:
25. before departure – declaration (according to template no. a or b)
26. and at the settlement stage of mobility - documents confirming that most of the round trip was made by ecological means of transport (in accordance with template no. c or e) or a declaration that most of the round trip was not made by ecological means of transport (in accordance with template d or f)
27. The declaration referred to in point VIII subsection 1) consists of:
28. teachers/staff - in accordance with template no. A,
29. Students eligible for receiving unit contributions to cover travel expenses (lump sum for travel expenses) - according to template No. b.
30. Confirming documents/ declarations referred to in point VIII subsection 2) consist of:
31. teachers/ staff - in accordance with template no. A,
32. students entitled to receive unit contributions to cover travel costs (lump sum for travel costs) - in accordance with template no. b.
33. A mobility participant who will be granted a subsidy for travel costs under the 'green travel' option and who will make most of the journey by green transport (at least 51% both ways) is entitled to receive a subsidy from the "individual support" category for travel days according to the following rules:
34. student for a maximum (“up to”) 4 days of travel (if applicable/ if necessary);
35. teacher ("up to") 4 additional days of travel (if applicable/ if necessary)
36. The basis for determining the number of days of travel with funding from the "individual support" category for a mobility participant traveling in the green travel option will be the dates of his or her trip, i.e. the start date and the end date (departure/ arrival) in both directions, presented in the travel documents confirming the use of green travel means of transport.
37. If the participant will travel by car in the carpooling system, his/ her declaration should include information about sharing the means of transport with other people, indicating the number of people and the purpose of the trip.
38. The declaration referred to in point VIII. subsection 1) is submitted before signing the financial agreement with the Beneficiary. The declaration referred to in point VIII subsection 2 is submitted within 3 working days from the date of completion of mobility.
39. It is not possible for a student to receive funding from the "individual support" category for travel days without also receiving an increased flat rate for green travel, if he or she applied for such an allowance (depending on the individual situation of the scholarship holder).
40. An employee whose travel costs are not co-financed by the Erasmus+ program, but who travels by ecological means of transport, may receive funding from the "individual support" category for additional travel days.
41. A student who does not receive funding from the "individual support" and "travel" categories of the Erasmus+ program (so-called "zero funding") cannot receive an increased flat rate for travel costs by ecological means of transport.
42. In each case, the student/ teacher/ staff must provide the Beneficiary with evidence that the number of travel days for which he/she applied for and settles funding from the "individual support" category under green travel was needed to cover distance between the towns in which the sending institution and the receiving institution have their headquarters.
43. Participants (students/ teachers/ staff) are obliged to keep travel proofs (tickets) and present them to the Beneficiary (Theater Academy) upon request.
44. A participant whose travel dates, regardless of the means of transport, coincide with the start and end dates of mobility listed in the confirmation of stay issued by the receiving institution, cannot receive funding (lump sums) from the "individual support" category for travel days associated with the green travel option (in the case of staff - for additional days).
45. Additional funding for "green travel", if granted, will be paid together with the remaining components of the Erasmus+ scholarship, in accordance with the provisions of the financial agreement that the participant concludes with the Theater Academy.
46. The declared method or time of travel is confirmed upon return by the participant submitting a declaration of "green travel" along with evidence (statement templates c-f).
47. If the trip is not confirmed in the manner specified in point XVIII, the amount of the scholarship specified in the financial agreement will be reduced accordingly, and the student/teacher/ staff will be requested to return the amount resulting from the "green travel" entitlements.
48. Travel days of a participant (student, teacher, staff) do not count towards the minimum duration of a given mobility.
49. The student's travel days for which he received funding from the "individual support" category do not count towards the "mobility capital" used;

# Declaration templates:

1. Declaration of the teacher/ staff on the planned trip using ecological/ low emission/ sustainable means of transport (staff application).
2. Student's declaration of planned travel using ecological/ low emission/ sustainable means of transport - applies to students who are entitled to receive a unit contribution to travel costs (application for students receiving a lump sum).
3. Statement by the teacher/staff about traveling using ecological/ low emission /sustainable means of transport (return - staff).
4. Declaration of the teacher/ staff about not traveling using ecological/ low emission/ sustainable means of transport (return – staff not having traveled).
5. Student's declaration about traveling using ecological/ low emission/ sustainable means of transport (return - student).
6. Student's declaration of not having traveled using ecological /low emission/ sustainable means of transport (return - student not having traveled).